

# Application Form Special Event Permit

<b>SPECIAL EVENT PERMIT APPLICATION FORM</b>
<b>FOR CITY USE ONLY</b> <b>Date Received:</b> <b>Fee Received:</b> <b>Receipt Number:</b> <b>Received By:</b>

**This application form must be submitted to Duvall City Hall at least sixty (60) days prior to the special event. There is a \$25.00 application fee. Applicant MUST provide a Certificate of Insurance naming the City of Duvall as an additional insured. Additional charges may also be required.**

## GENERAL INFORMATION

Date(s) and Time of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Group or Affiliation: \_\_\_\_\_

Address of Applicant/Affiliation: \_\_\_\_\_  
(Mailing Address)

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## EVENT INFORMATION

Please explain the Special Event (Event). Specifically address where the Event will take place (i.e. McCormick Park stage area), how many people are expected, where parking will occur, what types of entertainment will be, what the Event entails, city services required, and any vehicles and/or equipment required for the event. If the Event involves vehicles being used on public streets, parks, property, or trails, a map showing the route of travel is required. Please use the attached city map to delineate the route. The applicant shall be required to provide general liability insurance naming the City of Duvall as an additional insured if the event is held on city property or in a city right-of-way.

<b>EVENT INFORMATION continued</b>
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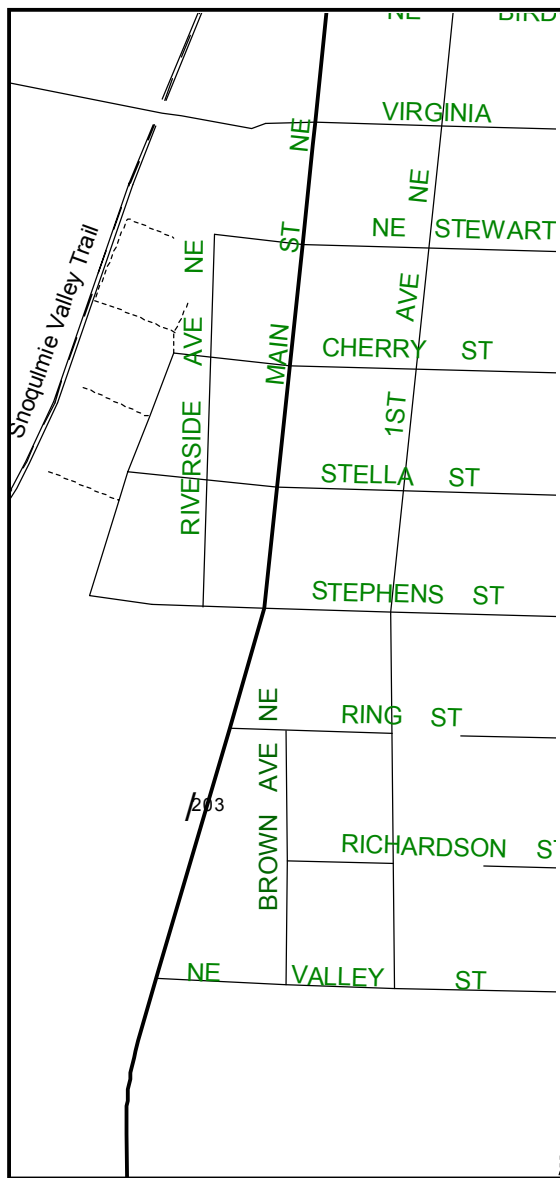
<b>SUPPLEMENTAL INFORMATION</b>
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**Additional written information, sketches, other graphic information, which will help explain the application can also be included and may be required by the City Hall Administrator/Planning Director to facilitate processing of this application.**

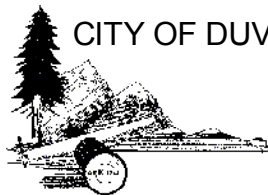
This application will be reviewed by the building, planning, police, fire and engineering departments. The applicant shall be required to comply with conditions of approval and fees resulting from that review. All fees must be paid prior to the Special Event Permit being issued.

Attached for your information is Chapter 8.12 of the Duvall Municipal Code, the code section that governs the issuance of special event permits.

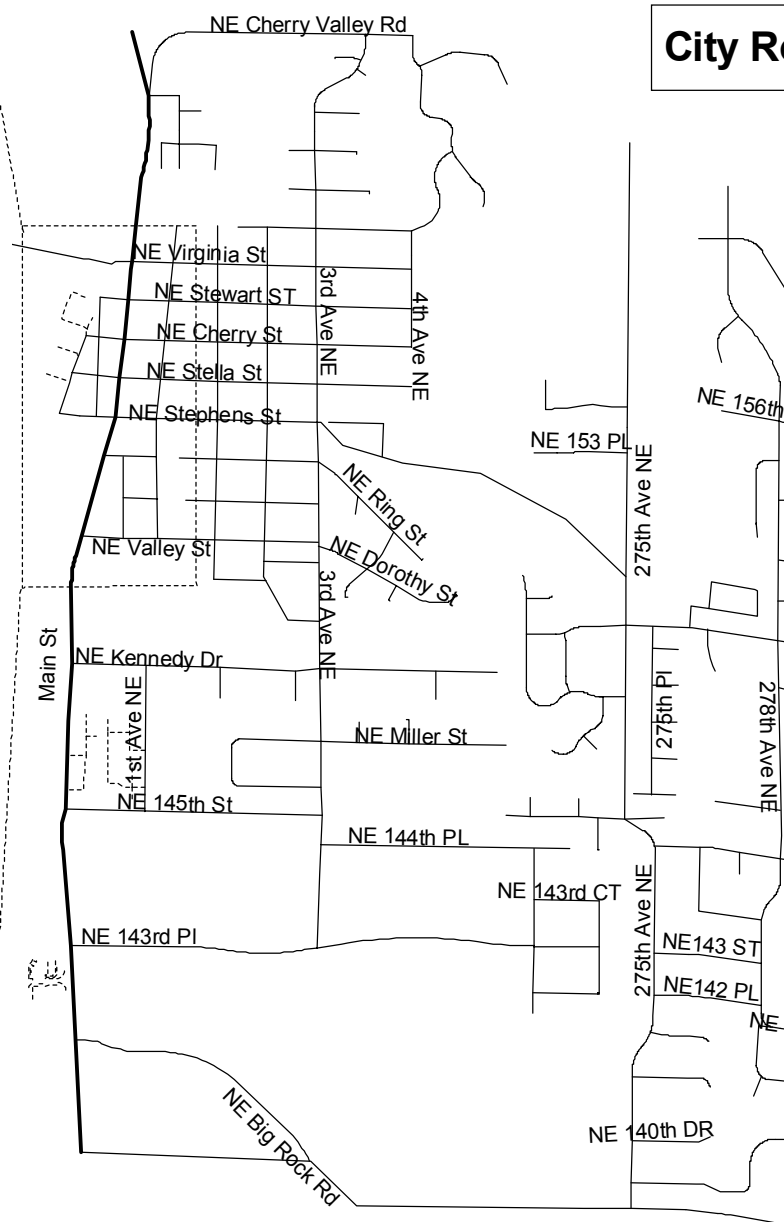
For more information, call Jodee R. Schwinn, City Clerk at (425) 788-1185 or at [jodee.schwinn@cityofduvall.com](mailto:jodee.schwinn@cityofduvall.com).



DOWNTOWN



CITY OF DUVALL



City R

Scale: 1"=1,300' Created: 01/09/03